Graduate School Science,   
Medicine and Technology

Carl von Ossietzky University

Dr. Klaudia Hettwer

D – 26111 Oldenburg (Germany)   
E-Mail: [oltech@uni-oldenburg.de](mailto:oltech@uni-oldenburg.de)  
URL: [www.oltech.org](http://www.oltech.org)   
🕾 +49 (0) 441 – 798 3648 / 798 3649

Travel grants for International Congresses,

Summer Schools and Lab visits

**Information on your PhD study programme**

**NEUROSENSORY SCIENCE AND SYSTEMS**, for members of:  JRA Hearing4all  RTG SensoryBio  
 HAPPAA  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**Interface Science/MOLECULAR AND NANOSCALE SCIENCE**, for members of:

RTG SensoryBio  Nano Energy Research  
 RTG Chemical Bond Activation  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**Environmental Sciences AND BiODiversity**, for members of:  SFB Roseobacter  IBR  EcoMol  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**RENEWABLE ENERGY**, for members of:  SEE  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mathematics and fundamental Physics**, for members of:  Models of Gravity  other\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEDICINE AND HEALTH SCIENCES**, for members of:  RTG Oldenburg-Groningen Translational Research  other\_\_\_\_\_\_\_\_\_\_\_\_\_

***Other;*** please specify*:…………………………………*

**Personal Data**

|  |  |
| --- | --- |
| **Family name**  **First name** |  |
| **Status at the university** | member of university staff  stipendiary |
| **E-Mail** |  |
| **Telephone** (at the University) |  |
| **Research group** |  |
| **Supervisor** |  |

**INFORMATION ABOUT the Conference / summer School / Lab visit**

***Please add the announcement or your participant confirmation!***

|  |  |  |
| --- | --- | --- |
| **Title** |  | |
| **Place** |  | |
| **Date** |  | |
| **Organised by** |  | |
| **Conference / Summer School /lab visit** | international conference summer school lab visit | |
| If conference: **Presentation** | poster  oral presentation  other: 🞎 |
| **Title of the presentation** |  |
| **Status** | submitted  accepted |

**Expected Travel costs**

|  |  |  |
| --- | --- | --- |
| **Conference / Summer School fee** | Fee (€)  Including meals?  [ breakfast  lunch  dinner  ] | € |
| **Travelling** | flight  train  private car  official car  tram/bus  others  ……………… | € |
| **Accommodation** \*1 | Number of nights: …….  Cost per night: …….. € | € |
| **Daily allowance**\*1 | Number of days: …..  Allowance per day: …… € | € |
| **Other costs** | Visa  other ……………………………. | € |
| **Total costs** |  | € |
| \*1 For further information please check:  <https://uol.de/fileadmin/user_upload/dezernat2/Merkblatt.pdf>  <https://uol.de/fileadmin/user_upload/dezernat2/Business_trip_information_leaflet.pdf>  <https://uol.de/fileadmin/user_upload/dezernat2/download/Auslandstagegeld_2018.pdf> | | |

**Funding**

*Please fill in all fields! The sum of points will be important for the internal ranking of the travel grants.*

|  |  |  |
| --- | --- | --- |
|  |  | **Points**  (completed by Oltech) |
| **Do you expect another co-financing towards the travel costs**  **…by your working group?  Expected amount of the funding?**  **…by your PhD programme/ research training group  Expected amount of the funding?**  **…by others (e.g. the institute…)**  **Expected amount of the funding?** | YES / NO  YES / NO  €  YES / NO  €  YES / NO  € | *(co-financing = 1 pt)* |

|  |  |  |
| --- | --- | --- |
| **Did you apply for another travel funding (e.g. organizers of congress/school, subject-specific associations, etc.)?**  **If YES, please give us short additional information.**  Where did you apply for the grant?  Do you receive a travel grant   (When is the reply expected?)  Expected amount of the funding? | YES / NO  YES / NO / Not decided  € | *(further grant = 1 pt)* |
| **Have you already received a previous travel grant  from the Graduate School Oltech?**  **When?**  **Amount of the travel grant?** | YES / NO  € | *(no grant = 1 pt; 1 grant = 0 pt;  2 grants = -1 pt)* |
| **Sum of Points** |  |  |

**Additional Information**

|  |  |
| --- | --- |
| **Did you fill in the travel permit yet?** | YES / NO |
| **Did you already receive an advance on the travel costs?**  **Advance on travel costs:   Finanzstelle:   Kostenstelle:  Fonds:** | YES / NO  € |

**Check list of your documents to attach\***

|  |
| --- |
| □ 1. Announcement of the congress / Summer School or correspondence concerning the lab visit  □ 2. If you are already registered for the congress / Summer School, please attach a copy of the   confirmation.  □ 3. If you have already booked a train/flight, please attach a copy of the confirmation or receipt.  □ 4. If you have already booked accommodation, please attach a copy of the confirmation.  □ 5. If applicable, please attach a copy of the confirmation for other grants. |

**Signature**

|  |
| --- |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **For Graduate School administration** | |  |
| |  | | --- | | Date of receipt | |  | |
| **Travel Grant** | | YES 🞎  NO 🞎 |
| **Amount of the travel grant** | | € |
| **Special requirement for the grant** | |  |
| **Reasons for a refusal** | |  |
| **Signature** | |  |